



Personnel, Appointments, and Policy Committee

MEETING AGENDA

Berryville-Clarke County Government Center

101 Chalmers Court, Second Floor

Main Meeting Room

Regular Session

January 28, 2020

9:00 AM

Item

Page

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**1. Call to Order**

**2. Approval of Agenda**

**3. Unfinished Business**

Town Manager Review Process

**4. New Business**

New Assistant Town Manager Position

Review Full List of Appointments

**5. Other**

**6. Closed Session**

**7. Adjourn**

**Personnel, Appointments, and Policy Committee Agenda Item Report Summary  
January 28, 2020**

**Item Title**

Town Manager Performance Assessment

**Prepared By**

Keith Dalton, Town Manager

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**Background/History/General Information**

Staff was directed to develop a plan for assessing the performance of the Town Manager.

Staff developed a draft review instrument and a draft schedule for the review.

This matter was reviewed by the Committee in October. At that time the Committee provided comment on the draft review instrument and the draft schedule/process.

**Findings / Current Activity**

Staff revised the draft Review Process/Schedule for the Town Manager to address Committee concerns and update the document for the time passed since last review. Further, staff reviewed the matter with legal counsel in order to address privacy concerns.

Councilmember Harrison provided staff with a City Manager Performance Evaluation used by the City of Portsmouth, VA.

Council will adopt a Town Manager review instrument to ensure that it meets the organization's needs. Further, the Council will set a schedule for review of the Town Manager's performance. Prior to Council's review, the Committee will examine the matter in detail and provide recommendations and guidance.

**Financial Considerations**

None

**Schedule/Deadlines**

No deadline has been established for completion of these tasks.

**Other Considerations**

None identified

**Attachments**

- Draft Review process/schedule for Town Manager
- Draft Town Manager Performance Review Survey Form for Town Council (previously submitted)
- City Manager Performance Evaluation used by the City of Portsmouth, VA

**Recommendation**

Direct staff to amend the process/review document and review instrument to address any changes deemed necessary by the committee.

Forward proposals for performance process/schedule and review instrument to the full Council for consideration at the February regular meeting.

**Sample Motion**

I move that the Personnel, Appointments, and Policy Committee forward the attached Review process/schedule for Town Manager (as amended) and Town Manager Performance Review Survey Form (as amended) for Town Council to the Council for consideration.

## Review Process/Schedule for Town Manager

- 1) Town Council meets in closed session and develops a list of goals and objectives for the Town Manager for FY 21.

Date of meeting: June 1, 2020

- 2) Town Council meets with Town Manager in closed session to communicate goals and objectives for FY21.

Date of meeting: June 9, 2020

- 3) Town Manager provides a mid-year update to Town Council in which he/she outlines significant activities since the beginning of the fiscal year and provides a summary of progress on the goals and objectives established by the Council.

Deadline: January 8, 2021

- 4) Town Council meets in closed session to review Town Manager's mid-year update.

Date of Meeting: January 12, 2021

- 5) Town Manager provides an update to the Town Council in which he/she outlines significant activities since the beginning of the fiscal year and provides a summary of progress on established goals and objectives as established by the Council.

Deadline: May 13, 2021

- 6) Town Council members complete review forms and provide to Chair of Personnel, Appointments, and Policy Committee.

Chair of PAP Committee provides review forms to members: May 14, 2021

Deadline for members to submit completed reviews to Chair  
of PAP Committee: May 24, 2021

- 7) Town Council meets in closed session to complete review and develop goals and objectives for FY22.

Date of meeting: June 8, 2021

- 8) Town Council meets in closed session to review the Manager and communicate goals and objectives for FY22 and establishes review schedule for the next year.

Date of meeting: July 13, 2021

# Town Manager Performance Review Survey

## Form for Town Council

Period under review: \_\_\_\_\_

Period in which review occurred: \_\_\_\_\_

Signed by \_\_\_\_\_ Name printed: \_\_\_\_\_ Title: \_\_\_\_\_

*Note that the form uses descriptive terms (such as "highly satisfied") rather than numerical ratings to help prevent potentially misleading averages.*

- Outstanding: Performance over a sustained period of time clearly and consistently exceeds expectations and is outstanding. Both results and how they are achieved are outstanding.
- Very good: Performance clearly meets and sometimes exceeds job requirements, and significant contributions are made well beyond job demands.
- Fine: Solid and occasionally impressive performance.
- Improvement needed: Performance is frequently unsatisfactory.
- I don't know.

All members of the Council should complete this form and submit it to

\_\_\_\_\_.

1. Overall Organizational Performance	
a. Works with the Council and management staff to develop strategies for achieving mission, goals, and financial viability.	Outst   Very Good   Fine   Impr Needed Don't Know
b. Demonstrates quality of analysis and judgment related to progress, opportunities, and need for changes.	Outst   Very Good   Fine   Impr Needed Don't Know
c. Maintains and utilizes a working knowledge of significant developments and trends in the field.	Outst   Very Good   Fine   Impr Needed Don't Know
d. Builds respect for the organization in its various constituencies. Supports the overall field/movement in which the organization works.	Outst   Very Good   Fine   Impr Needed Don't Know

e. Establishes ambitious goals for excellence and impact, and initiates, maintains, and adapts programs with excellence and impact.	Outst	Very Good	Fine	Impr Needed
f. Please provide comments on overall organizational performance:	Don't Know			

<b>2. Community Leadership</b>				
a. Serves as an effective spokesperson. Represents the organization well to its constituencies, including citizens, government agencies, elected officials, funders, and general public.	Outst	Very Good	Fine	Impr Needed
b. Establishes and makes use of working relationships with organizations and individuals in the field.	Outst	Very Good	Fine	Impr Needed
c. Sees that communication vehicles are developed and utilized well.	Outst	Very Good	Fine	Impr Needed
d. Please provide comments on community leadership:	Don't Know			

<b>3. Administration and Human Resources</b>				
a. Establishes and leads an effective management team.	Outst	Very Good	Fine	Impr Needed Don't Know
b. Recruits and trains an effective and qualified staff.	Outst	Very Good	Fine	Impr Needed Don't Know
c. Ensures compliance with relevant workplace and employment laws.	Outst	Very Good	Fine	Impr Needed Don't Know
d. Sees that employees are licensed and credentialed as required and that appropriate background checks are conducted.	Outst	Very Good	Fine	Impr Needed Don't Know
e. Leads staff in maintaining a climate of excellence, accountability, and respect.	Outst	Very Good	Fine	Impr Needed Don't Know
f. Please provide comments on administration and HR:				

<b>4. Financial Sustainability and Mission Impact</b>				
a. Assures adequate control and accounting of all funds, including maintaining sound financial practices.	Outst	Very Good	Fine	Impr Needed Don't Know
b. Works with staff, Budget and Finance Committee, and Council to prepare budgets, monitor progress, and initiate changes to operations and/or budgets as appropriate.	Outst	Very Good	Fine	Impr Needed Don't Know
c. Sees that official records and documents are maintained. Sees to compliance with federal, state, and local regulations.	Outst	Very Good	Fine	Impr Needed Don't Know
d. Develops realistic, ambitious plans for acquiring funds for the Town's operations.	Outst	Very Good	Fine	Impr Needed Don't Know
e. Conducts official correspondence for the organization, and jointly with designated officers executes legal documents appropriately.	Outst	Very Good	Fine	Impr Needed Don't Know



f. Please provide comments on financial sustainability and mission impact:	
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<b>5. Town Council</b>									
a. Provides appropriate leadership and support to the Council.	<table border="1"> <tr> <td>Outst</td> <td>Very Good</td> <td>Fine</td> <td>Impr Needed</td> </tr> <tr> <td colspan="4">Don't Know</td> </tr> </table>	Outst	Very Good	Fine	Impr Needed	Don't Know			
Outst	Very Good	Fine	Impr Needed						
Don't Know									
b. Sees that Council members are kept fully informed in a timely way on the condition of the organization and important factors influencing it.	<table border="1"> <tr> <td>Outst</td> <td>Very Good</td> <td>Fine</td> <td>Impr Needed</td> </tr> <tr> <td colspan="4">Don't Know</td> </tr> </table>	Outst	Very Good	Fine	Impr Needed	Don't Know			
Outst	Very Good	Fine	Impr Needed						
Don't Know									
c. Sees that Council committees are appropriately supported.	<table border="1"> <tr> <td>Outst</td> <td>Very Good</td> <td>Fine</td> <td>Impr Needed</td> </tr> <tr> <td colspan="4">Don't Know</td> </tr> </table>	Outst	Very Good	Fine	Impr Needed	Don't Know			
Outst	Very Good	Fine	Impr Needed						
Don't Know									
d. Please provide comments on manager's support of Town Council:									

**6. Use this space for any additional comments you would like to make that are not within the above categories.**

**7. Goals/Objectives for the Town Manager for Next Year:**

## Keith Dalton

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**From:** Diane Harrison  
**Sent:** Wednesday, October 23, 2019 11:40 AM  
**To:** Keith Dalton  
**Cc:** Kara Rodriguez  
**Subject:** Performance Review from last year's conference  
**Attachments:** CITY ASSESSOR PERFORMANCE EVALUATION.doc; CITY ATTORNEY PERFORMANCE EVALUATION.doc; CITY CLERK PERFORMANCE EVALUATION.doc; CITY MANAGER PERFORMANCE EVALUATION.doc

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**From:** Diane Harrison  
**Sent:** Wednesday, August 15, 2018 9:51 AM  
**To:** Keith Dalton  
**Subject:** FW: Council Evaluations For Assessor, Clerk, Attorney and Manager

I tried to forward this to the rest of council but it wouldn't work. Could you please do for me. From our conversation on evaluations last evening.

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**From:** Joni Terry [jterry@vml.org]  
**Sent:** Thursday, August 09, 2018 2:10 PM  
**Subject:** Council Evaluations For Assessor, Clerk, Attorney and Manager

TO: Registrants for the Institute for Local Officials  
FROM: Michelle Gowdy, Executive Director and General Counsel

During the session on council-manager relations at the recent Institute for Local Officials, Portsmouth Mayor John Rowe and Portsmouth Manager Lydia Pettis-Patton discussed the process the city uses for evaluating the manager. A number of you requested copies of that process.

Mayor John Rowe has graciously given the explanation below. We appreciate his help so much! He and Dr. Pettis-Patton did a wonderful job at their session, and we are grateful to them.

We hope that this information will be of use to you.

(information from Mayor Rowe):

The attachment to this email are Word Document copies of the four evaluation forms that the Portsmouth City Council uses to evaluate its City Manager, its City Clerk, its City Attorney, and its City Assessor. We ask each member of Council to fill out each form and to return the form to me. I compile the scores into one composite score - the average for all the scores in each category with an overall composite score for each appointee. Following the development of the composite score - Council as a whole then reviews the composite scores, talk about evaluation comments that we want to provide the appointee, and then meet with the appointee in a Closed Session. We share the composite scores with each appointee. Again, because this is a personnel matter, all of our discussions are in Closed Sessions.

Please feel free to distribute these forms to others. Please tell them that although these forms work for us, other Councils may find that they want to edit them in some way. They are free to edit the forms to suit their needs.

# CITY MANAGER PERFORMANCE EVALUATION

## CITY OF PORTSMOUTH

EVALUATION PERIOD: June 2017 TO May 2018

City Council Members:

Each Member should complete this evaluation form, sign it in the space below, and return it to Mayor Rowe or Councilman Moody. The deadline for submitting this performance evaluation is May 30, 2018. Evaluations will be summarized and discussed during the Closed Session scheduled for June 11, 2018.

Mayor John L. Rowe, Jr.  
Councilman William E. Moody, Jr.  
Personnel Committee

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Date Submitted

## INSTRUCTIONS

This evaluation form contains ten categories of evaluation criteria. Each category contains a statement to describe a behavior stand in that category. For each statement, use the following scale to indicate your rating of the City Manager's performance.

- 5 = Excellent** (almost always exceeds the performance standard)
- 4 = Above average** (generally exceeds the performance standard)
- 3 = Average** (generally meets the performance standard)
- 2 = Below average** (usually does not meet the performance standard)
- 1 = Poor** (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period. Please write legibly.

Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the date space of the cover page, enter the date the evaluation form was submitted. All evaluations presented prior to the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the governing body to the City Manager as part of the Closed Session meeting indicated on the cover page.

## PERFORMANCE CATEGORY SCORING

### 1. INDIVIDUAL CHARACTERISTICS

- \_\_\_\_\_ Diligent and thorough in the discharge of duties, "self-starter"
- \_\_\_\_\_ Exercises good judgment
- \_\_\_\_\_ Displays enthusiasm, cooperation, and will to adapt
- \_\_\_\_\_ Mental and physical stamina appropriate for the position
- \_\_\_\_\_ Exhibits composure, appearance and attitude appropriate for executive position

Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 5 = \_\_\_\_\_ score for this category

Comments:

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**2. PROFESSIONAL SKILLS AND STATUS**

- \_\_\_\_\_ Maintains knowledge of current developments affecting the practice of local government management
- \_\_\_\_\_ Demonstrates a capacity for innovation and creativity
- \_\_\_\_\_ Anticipates and analyzes problems to develop effective approaches for solving them
- \_\_\_\_\_ Willing to try new ideas proposed by governing body members and/or staff
- \_\_\_\_\_ Sets a professional example by handling affairs of the public office in a fair and impartial manner

Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 5 = \_\_\_\_\_ score for this category

Comments:

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**3. RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY**

- \_\_\_\_\_ Carries out directives of the body as a whole as opposed to those of any one member or minority group
- \_\_\_\_\_ Sets meeting agendas that reflect the guidance of the governing body and avoids unnecessary involvement in administrative actions
- \_\_\_\_\_ Disseminates complete and accurate information equally to all members in a timely manner
- \_\_\_\_\_ Assists by facilitating decision making without usurping authority
- \_\_\_\_\_ Responds well to requests, advice, and constructive criticism

Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 5 = \_\_\_\_\_ score for this category

Comments:

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**4. POLICY EXECUTION**

- \_\_\_\_\_ Implements governing body actions in accordance with the intent of council
- \_\_\_\_\_ Supports the actions of the governing body after a decision has been reached, both inside and outside the organization
- \_\_\_\_\_ Understands, supports, and enforces local government's laws, policies, and ordinances
- \_\_\_\_\_ Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
- \_\_\_\_\_ Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical

Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 5 = \_\_\_\_\_ score for this category

Comments:

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**5. REPORTING**

- \_\_\_\_\_ Provides regular information and reports to the governing body concerning matters of importance to the local government, using the city charter as guide
- \_\_\_\_\_ Responds in a timely manner to requests from the governing body for special reports
- \_\_\_\_\_ Takes the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature
- \_\_\_\_\_ Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience
- \_\_\_\_\_ Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny

Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 5 = \_\_\_\_\_ score for this category

Comments:

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**6. CITIZEN RELATIONS**

- \_\_\_\_\_ Responsive to requests from citizens
- \_\_\_\_\_ Demonstrates a dedication to service to the community and its citizens
- \_\_\_\_\_ Maintains a nonpartisan approach in dealing with the news media
- \_\_\_\_\_ Meets with and listens to members of the community to discuss their concerns strives to understand their interests
- \_\_\_\_\_ Gives and appropriate effort to maintain citizen satisfaction with city services

Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 5 = \_\_\_\_\_ score for this category

Comments:

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**7. STAFFING**

- \_\_\_\_\_ Recruits and retains competent personnel for staff positions
- \_\_\_\_\_ Applies an appropriate level of supervision to improve any areas of substandard performance
- \_\_\_\_\_ Stays accurately informed and appropriately concerned about employee relations
- \_\_\_\_\_ Professionally manages the compensation and benefits plan
- \_\_\_\_\_ Promotes training and development opportunities for employees at all levels of the organization

Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 5 = \_\_\_\_\_ score for this category

Comments:

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## 8. SUPERVISION

\_\_\_\_\_ Encourages heads of departments to make decisions within their jurisdictions with minimal city manager involvement, yet maintains general control of operations by providing the right amount of communications to the staff

\_\_\_\_\_ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level

\_\_\_\_\_ Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the city manager's office

\_\_\_\_\_ Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback

\_\_\_\_\_ Encourages teamwork, innovation, and effective problem-solving among the staff members

Add the values from above and enter the subtotal \_\_\_\_\_  $\div 5 =$  \_\_\_\_\_ score for this category

Comments:

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## 9. FISCAL MANAGEMENT

\_\_\_\_\_ Prepares a balanced budget to provide services at a level directed by council

\_\_\_\_\_ Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively

\_\_\_\_\_ Prepares a budget and budgetary recommendations in an intelligent and accessible format

\_\_\_\_\_ Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability

\_\_\_\_\_ Appropriately monitors and manages fiscal activities of the organization

Add the values from above and enter the subtotal \_\_\_\_\_  $\div 5 =$  \_\_\_\_\_ score for this category

Comments:

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**10. COMMUNITY**

- ☐ Shares responsibility for addressing the difficult issues facing the city
- ☐ Avoids unnecessary controversy
- ☐ Cooperates with neighboring communities
- ☐ Helps the council address future needs and develop adequate plans to address long term trends
- ☐ Cooperates with other regional, state and federal government agencies

Add the values from above and enter the subtotal  ÷ 5 =  score for this category

Comments:

## **Personnel, Appointments, and Policy Committee Agenda Item Report Summary January 28, 2020**

### **Item Title**

New Assistant Town Manager Position

### **Prepared By**

Keith Dalton, Town Manager

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### **Background/History/General Information**

The Town Council approved a plan to create a new Assistant Town Manager position and affect associated restructuring.

The restructuring would affect the two current Assistant Town Managers. The Assistant Town Manager for Community Development and Operations would become the Community Development Director. The Assistant Town Manager for Administration and Finance/Treasurer would become the Administration and Finance Director/Treasurer. Both positions would remain department heads and part of the senior management team. Both positions would remain Exempt under FLSA standards but would no longer serve at the pleasure of the Town Council.

The Town Council budgeted for the position in question to be filled in January; however, preparation of a job description, hiring schedule, and position advertisement for the Council's review has not been completed until now.

### **Findings / Current Activity**

Staff has prepared the following:

- Draft Assistant Town Manager job description
- Draft hiring schedule
- Draft position advertisement
- Draft revised Chapter 2 of the Berryville Code
- Draft organizational chart with new position included

### **Important note:**

Everything has been prepared, as planned, for the Town Council to hire the position (assuming the position would serve at the pleasure of the Town Council). With that said, review of the newly revised charter reveals a problem with the planned approach.

Section 5.2 of the Berryville Charter provides that "The Town Council may establish a deputy or assistant position for the appointive offices as the town council may deem necessary. The Town Manager shall appoint and supervise such deputies and assistants." This language would require the Council to create or establish the position and the Town Manager to hire. Staff has not changed the schedule/process away from Council hiring so the matter can be discussed with the Committee. With that said, staff has addressed the matter in the other draft documents so the Committee and Council as a whole can see how things matters would be organized if the Manager hires the position.

**Financial Considerations**

Position was budgeted for six months of FY20. If the draft hiring schedule is adopted and the new employee begins work in accordance with the schedule, the FY21 budget will have to include at least eleven months of salary and benefits.

**Schedule/Deadlines**

No deadline has been established for filling this position; however, the process should continue in order to have someone in place as soon as possible.

**Other Considerations****Attachments**

- Draft Assistant Town Manager job description
- Draft hiring schedule
- Draft position advertisement
- Draft revised Chapter 2 of the Berryville Code
- Current organizational chart
- Draft organizational chart with new position included

**Recommendation**

Provide staff with guidance regarding issued with Section 5.2 of the Town Charter.

Direct staff to amend the attached documents to address any changes deemed necessary by the committee.

Forward the proposal to the full Council for consideration at the February regular meeting.

**Sample Motion**

I move that the Personnel, Appointments, and Policy Committee forward the attached documents (as amended) to the full Council for consideration.

## Job Description

**Job Title:** Assistant Town Manager

**Department:** Administrative Department

**Supervisor:** Town Manager

**FLSA Status:** Exempt

**Prepared By:** KRD

**Prepared Date:** 01/23/2020

**Approved By:** Town Council

**Approved Date:**

### Summary

Under the direction of the Town Manager, position serves as a member of the senior management team which also includes the Community Development Director, Administration and Finance Director, Chief of Police, Public Works Director, and the Public Utilities Director. Position will be assigned the responsibility for providing administrative direction and control over the Administration and Finance Department and will serve as the Town's Human Resources Manager. Position will also assist the Town Manager in a variety of areas as needed.

In the absence of the Town Manager, position coordinates administration of Town operations.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

In the absence of the Town Manager, position coordinates administration of Town operations to ensure the continuing and consistent performance of the duties and responsibilities of the Town Manager.

Serves as Human Resources Manager.

Supervises the Administration and Finance Director.

Through Department Heads, position provides administrative oversight for selection, training, assignment and scheduling of personnel, and reviews personnel actions and recommendations of Department Heads.

Serves on boards and commissions as directed by Town Manager.

Serves as staff to the Town Council and committees thereof.

Serves as member of the senior management team that works to ensure effective and efficient municipal operations.

Identifies legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance.

Recruits, interviews, tests, and recommends employees to fill vacant positions.

Plans and conducts new employee orientation to foster positive attitude toward company goals.

Keeps records of benefits plans participation such as insurance and pension plan, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting.

Coordinates management training in interviewing, hiring, terminations, promotions, performance review, safety, and sexual harassment.

Advises management in appropriate resolution of employee relations issues.

Responds to inquiries regarding policies, procedures, and programs.

Administers performance review program to ensure effectiveness, compliance, and equity within organization.

Administers benefits programs such as life, health, dental and disability insurances, pension plans, vacation, sick leave, leave of absence, and employee assistance.

Investigates accidents and prepares reports for insurance carrier.

Conducts wage surveys within labor market to determine competitive wage rate.

Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.

Prepares reports and recommends procedures to reduce absenteeism and turnover.

Represents organization at personnel-related hearings and investigations.

### **Supervisory Responsibilities**

Supervises the Administration and Finance Director. Carries out supervisory responsibilities in accordance with the organization's policies and applicable law.

In the absence of the Town Manager, position coordinates administration of Town operations to ensure the continuing and consistent performance of the duties and responsibilities of the Town Manager.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing applicants, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

*Continuous Learning* – Targets learning needs; Seeks learning activities; Maximizes learning; Quickly gains knowledge, understanding, or skill; Applies knowledge or skill.

*Job Knowledge* - Competent in required job skills and knowledge; Exhibits ability to learn and apply new skills; Keeps up to date.

*Use of Technology* - Demonstrates required skills; adapts to new technologies; troubleshoots technological problems; uses technology to increase productivity; keeps technical skills up to date.

*Problem Solving* - Identifies and resolves problems in a timely manner; works well in group problem solving situations; uses reason even when dealing with emotional topics.

*Customer Service* - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

*Communications* – Organizes the communication; Maintains audience attention; Adjusts to the audience; Ensures understanding; Adheres to accepted conventions; Comprehends communication from others; Summarizes.

*Cooperation* - Establishes and maintains effective relations; exhibits tact and consideration; Sets performance goals; Creates a learning environment; Collaboratively



establishes development plans; Tracks performance; Evaluates performance; Offers assistance and support to co-workers; Works cooperatively in group situations; works actively to resolve conflicts. Managing Customer Focus - Promotes customer focus; monitors customer satisfaction; develops new approaches to meeting customer needs.

*Oral Communication* - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

*Teamwork* - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Models commitment.

*Written Communication* - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

*Conflict Resolution* - Identifies issues, problems, and opportunities; Gathers information; Encourages open communications; Confronts difficult situations; Generates alternatives; Keeps emotions under control; Chooses appropriate action; Involves others; Uses negotiation skills to resolve conflicts.

*Ethics* - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.

*Organizational Support* - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

*Adaptability* - Adapts to changes in the work environment; Tries to understand changes; Approaches change or newness positively; Adjusts behavior; Stress tolerance.

*Personal Appearance* - Dresses appropriately for position; keeps self well groomed.

*Attendance/Punctuality* - Is consistently at work and on time; ensures work responsibilities are covered when absent.

*Dependability* - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.; Completes tasks on time or notifies appropriate person with an alternate plan.

*Planning/Organizing* - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

*Quality* - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

*Quantity* - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

Bachelor's degree in human resources management, public administration, business administration, or related field from an accredited college or university with a minimum of five years of experience in human resource management or related field is required.

Must have extensive knowledge of and experience in human resource management law and practice.

### **Language Skills**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

### **Mathematical Skills**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

## **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Strategic decision making.

## **Computer Skills**

Uses computers, software applications, databases, and automated systems to accomplish work.

## **Project Management**

Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work, and contractor performance.

## **Certificates, Licenses, Registrations**

Bachelor's degree in human resources management, public administration, business administration, or related field and at least five years related work experience required.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk; sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job included close vision, color vision, and ability to adjust focus.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

### **Background Investigation**

The nature of this position requires examination and review of criminal history and credit history.

### **Drug and Alcohol Testing**

Position is subject to testing as provided under the Town of Berryville Drug and Alcohol Testing Policy.

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This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by immediate supervisor and other management as required.

The Town of Berryville reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

### Assistant Town Manager Hiring Schedule

Personnel Committee reviews job description and advertisement	28 January 2020
Town Council approves job description and advertisement	11 February 2020
Position advertised	14 February 2020
Applications due	11 March 2020
Packets to TC	16 March 2020
Review of applications by Personnel Committee/Interviews sch.	24 March 2020
First Interviews (with Personnel Committee)	9 April 2020 2 pm to 5 pm
	10 April 2020 9 am to noon 2 pm to 5 pm
Personnel Committee briefs TC/second interviewees determined	14 April 2020
Second Interviews (with Full Council)	4 May 2020 3 to 7 pm
Council meets authorizes TM to make offer	9 June 2020
Town Manager finalizes hire	16 June 2020
New Assistant Town Manager starts with Town	3 August 2020

## **ASSISTANT TOWN MANAGER TOWN OF BERRYVILLE, VIRGINIA**

The Town of Berryville, Virginia is seeking an analytical, professional individual to join the Town's senior leadership team as the Assistant Town Manager. The Assistant Town Manager performs difficult professional work and special projects at the Town Manager's direction. The position will serve as the Town's Human Resource Director. Work is performed under the general direction of the Town Manager.

The ideal candidate will have comprehensive knowledge of and experience in human resources practices, procedures, laws, and regulations; knowledge of and experience in grant writing; and a proven ability to develop and maintain effective working relationships within the workplace and with consultants, vendors, government officials, and the general public.

Bachelor's degree in human resources management, public administration, business administration, or related field and considerable experience in human resource management, law, and practice is required.

The annual salary range for this FLSA exempt position is \$68,000 - \$83,000. Starting salary dependent on qualifications. The Town offers an excellent benefits package. The successful applicant for this position must be able to pass a pre-employment, post-offer drug screening, criminal background check, and credit history check. The Assistant Town Manager job description and Town of Berryville Application for Employment are available at the Town of Berryville Business Office, 101 Chalmers Court, Suite A, Berryville, Virginia 22611 or [www.berryvilleva.gov/employmentopportunities](http://www.berryvilleva.gov/employmentopportunities).

A complete application package, which at a minimum must include a cover letter, resume with three professional and three personal references, and completed Town of Berryville Application for Employment, must be received in the Town of Berryville Business Office (Attention: Greg Jacobs) on or before March 11, 2020. The Town is an equal opportunity employer.

## Chapter 2 - ADMINISTRATION

### ARTICLE I. - IN GENERAL

#### Sec. 2-1. - Town manager to exercise control over town departments and offices.

The town manager shall exercise general control over all departments and offices of the town not inconsistent with the provisions of the Charter and other provisions of this Code.

(Ord. of 11-10-81, § 2-27)

**Charter reference—** Charter reference—Town manager, Ch. 4.

#### Sec. 2-1.1 – Town Clerk.

A town clerk shall be appointed by the town manager, and shall keep the minutes of the proceedings of the town council, shall have charge of and preserve the records of the town, and shall perform such other duties as assigned by the town manager.

#### Sec. 2-1.2. - Criminal background checks by town manager.

The town council determines that, in the interest of public welfare or safety, it is necessary to determine if the past criminal conduct of a person with a conviction record would be compatible with their employment by the town. To this end, the town manager shall conduct an investigation of applicants for employment with the town to obtain their criminal history record information. The town manager shall conduct this investigation prior to the town's making a final offer of employment to an applicant. If the results of the investigation reveal that the applicant's record would not be compatible with the nature of the public employment, the town manager may decide not to hire the applicant or may revoke any conditional offer made.

(Ord. of 12-14-99)

**State Law reference**— Code of Virginia § 19.2-389(A)(7).

Sec. 2-2. - Conduct of town officers and employees generally.

Town officers and employees shall be courteous in their official transactions with the public, and they shall conduct themselves in the performance of their official duties so as to not knowingly deprive any person, at the time and under the circumstances then and there existing, of any lawful right or benefit to which such person may be entitled. Any person who feels aggrieved by the conduct of any town officer or employee in violation of this section may bring such matter to the attention of such officer's or employee's department head or the town manager, without prejudice to any other recourse to which such aggrieved person may be entitled.

**Cross reference**— Penalty for Class 1 misdemeanor, § 1-11.

Sec. 2-4. - Resisting, etc., town officers and employees.

It shall be unlawful and a Class 1 misdemeanor for any person to resist, intimidate or interfere with, or to attempt to resist, intimidate or interfere with, any police officer, firefighter, EMS personnel, or other officer or employee of the town in the performance of their duties.

(Code 1971, § 13-24)

**Cross reference**— Penalty for Class 1 misdemeanor, § 1-11.

Sec. 2-5. - Impersonation of town officer or employee.

(a) No person shall falsely represent himself to be an officer or employee of the town or, without proper authority, wear or display any uniform, insignia or credential which identifies any town officer or employee; nor shall any person, without proper authority, assume to act as an officer or employee of



the town, whether to gain access to premises, obtain information, perpetrate a fraud or for any other purpose; provided, that nothing in this section shall be construed to prevent a private citizen from making a lawful citizen's arrest for felony or breach of the peace committed in his presence.

(b) A violation of this section shall constitute a Class 1 misdemeanor.

**Cross reference**— Penalty for Class 1 misdemeanor, § 1-11.

**State Law reference**— Impersonating officer, Code of Virginia, § 18.2-174; unlawful wearing of officer's uniform or insignia, § 18.2-175.

Sec. 2-6. - Disbursement of town funds.

Disbursements of town funds shall be approved or signed by either the town treasurer or town manager and, except for payroll disbursements, shall be approved or cosigned by either the mayor or (i) the recorder until July 1, 2022 or (ii) the vice mayor on or after July 1, 2022.

(Code 1971, § 2-4; Ord. of 7-11-06(1))

Sec. 2-7. - Fee for passing bad check to town.

There is hereby imposed, and there shall be collected, a fee approved by council for the uttering, publishing or passing of any check or draft, for payment of taxes or any other sums due the town, which is subsequently returned for insufficient funds or because there is no account or the account has been closed.

**State Law reference**— Authority for above section, Code of Virginia, § 15.2-106

Sec. 2-8. - Parts of official safety program designated.

The John H. Enders Fire Company, Inc., its Rescue Squad and their membership and the Berryville Police Department and its membership are hereby declared to be an integral part of the official safety program of the town.

(Ord. of 3-12-73)

**Editor's note**— The above section was adopted pursuant to the Line of Duty Act, § 9-400, et seq. of the Code of Virginia.

Secs. 2-9—2-18. - Reserved.

## ARTICLE II. - THE COUNCIL<sup>(1)</sup>

Footnotes:

--- (1) ---

**Charter reference**— Council generally, Chapter 3.

**Cross reference**— Disrupting meeting of council, § 13-11.

Sec. 2-19. - Standing committees.

- a) There shall be such standing committees of the council as are provided by the council. Members of such committees shall be appointed by the mayor.
- b) The council may amend committee appointments.
- c) Such committees shall have such powers and duties as are prescribed by council, not inconsistent with the Charter.

(Ord. of 04-11-17(2))

Sec. 2-20. - Meetings.

The regular meetings of the town council are set for the second Tuesday of each month at 7:30 p.m. When any regular meeting falls on a legal holiday, such regular meeting shall then be held upon the next Tuesday following. Regular meetings of council may be cancelled by, and special meetings may be called by, the mayor or three members of the town council.

(Code 1971, § 2-6)

**Charter reference—** § 3.13.

Sec. 2-21. - Rules of procedure.

The council shall establish its own rules of procedure. Except as otherwise provided in such rules, the proceedings of the council shall be governed by the current edition of Robert's Rules of Order.

(Code 1971, § 2-11)

**Charter reference—** Council to establish rules of procedure, § 3.15.

Sec. 2-22. - Procedure for adoption and effective date of ordinances and resolutions.

An ordinance or resolution of the council may be introduced and adopted or rejected at any particular meeting of the council. A full reading of the ordinance or resolution shall not be required prior to adoption. If the ordinance or resolution before the council is adopted, such ordinance or resolution shall become effective at such time as may be specified therein, but if no time is so specified, such ordinance or resolution shall become effective immediately.

(Code 1971, § 2-10)

Secs. 2-23—2-28 2.25. - Reserved.

### ARTICLE III ASSISTANT TOWN MANAGER

Section 2-26. The council hereby establishes the position of assistant town manager who shall be appointed by, and may be removed by, and shall be responsible to, the town manager; provided, however, that such appointment or removal shall be made by the town manager only after consultation with the council.

Section 2-27. The assistant town manager shall perform tasks and assume supervisory responsibilities as directed by the town manager.

#### Section 2-28. Absence of Town Manager

In the absence of the town manager, the assistant town manager shall perform the duties of the town manager.

### ARTICLE III IV. - ADMINISTRATION DEPARTMENT

Sec. 2-29. - Established.

There is hereby established, in and for the town, an administration department.

Sec. 2-30. – Responsibilities.

The department shall be responsible for the billing and collection of taxes, fees, etc.; finance and accounting functions; purchasing and procurement functions; and human resource functions. The department shall be responsible for the efficient operation of the functions listed above. The department shall perform other duties as may be assigned by the town manager.

Section 2-31. – Assistant Town Manager for Administration Administration and Finance  
Director/Treasurer.

The department shall be under the supervision and control of ~~assistant town manager for~~  
~~administration~~ the administration and finance director/treasurer.

Sec. 2-33. – Town Treasurer.

The ~~assistant town manager for administration/treasurer~~ administration and finance  
director/treasurer shall be the town treasurer.

Footnotes:

--- (2) ---

**Charter reference**— Appointment of town treasurer, § 5.1.

Sec. 2-33. – Absence of ~~Assistant Town Manager for Administration/Treasurer~~ Administration and  
Finance Director/Treasurer.

In the absence of the town treasurer or in the event of a vacancy in the position of town  
treasurer, the town manager shall perform the duties of the town treasurer and shall serve as the town  
treasurer.

Sec. 2-34 – Absence of Town Manager, Assistant Town Manager, and Community Development  
Director and ~~Assistant Town Manager for Community Development/Operations~~.

In the absence of the town manager and the, assistant town manager for community  
development/operations, and community development director, the ~~assistant town manager for~~  
~~administration~~ administration and finance director/treasurer shall perform the duties of the town  
manager.

Sec. 2-35. - Bond.

Before entering upon the duties of the office, the treasurer shall execute a bond, the premium for which shall be paid by the town, with surety approved by the council in a penal sum established by council, conditioned upon the faithful performance of the duties of the office, for the proper collection of and accounting for all money which shall come into the treasurer's hands or which it shall be his or her duty to collect and for the payment of all money by the treasurer, or proper order of the council, to those entitled to receive the same.

(Code 1971, § 2-16)

**Charter reference**— Authority of council to require bond, § 7.2.

Sec. 2-36. - Duty to receive and deposit funds.

The treasurer shall receive all taxes, license taxes, assessments and other money, revenues and funds belonging to the town and deposit the same in such bank as the treasurer may deem proper and with the approval of council. (Code 1971, § 2-17)

**Cross reference**— Licenses, Ch. 9; taxation, Ch. 16.

Sec. 2-37. - Remedies available for collecting funds.

For the purpose of collecting taxes, license taxes, assessments and other money, revenues and funds due the town, the treasurer shall have the right of distress, levy, attachment, and all other remedies provided by general law.

(Code 1971, § 2-18)

Sec. 2-38. - General method of keeping books and records.

The treasurer shall keep the books and records so that all receipts and disbursements and the source and character of the same shall appear and a true and accurate understanding of the financial affairs and conditions of the town may be readily ascertained therefrom.

(Code 1971, § 2-20)

Sec. 2-39. - Bank and check books; checks and vouchers.

The treasurer shall keep the bank books and check books so that such books will accurately reflect the state of the accounts. Each check shall be drawn payable to the order of the person for whose benefit it is drawn and shall contain a notation on its face which will indicate the purpose for which it is drawn. All checks and vouchers shall be carefully preserved.

(Code 1971, § 2-19)

Sec. 2-40. - Inspection of books and records.

All of the treasurer's books and records shall be open at any time to inspection by any member of the council or such persons as the council may direct.

(Code 1971, § 2-21)

Sec. 2-41. - Annual audit and report.

An audit of the books of the treasurer shall be made annually by a certified public accountant approved by the council and assisted by the treasurer, and a report of such audit shall be made to the council as soon as possible. Such report shall also indicate the amount of uncollected assets of the town in the hands of the treasurer for collection.

(Code 1971, § 2-22)

**Charter reference—** Town manager to arrange for annual audit, § 4.2(e).

(Code 1971, § 2-23)

Secs. 2-42—2-51. - Reserved.

#### ARTICLE IV. - PUBLIC WORKS DEPARTMENT

Sec. 2-52. - Established.

There is hereby established, in and for the town, a public works department.

Sec. 2-53. - Responsibilities.

The department shall be responsible for the maintenance of the water distribution system (excluding pumping facilities), sewer collection system, town-maintained streets and sidewalks, town-owned property (excluding properties under the control of the public utilities department) as well as snow removal and collection of yard and other waste as provided in the code. The department shall be responsible for the efficient operation of the facilities and functions listed above. The department shall perform other duties as may be assigned by the town manager.

(Ord. of 11-10-81, § 2-26)

**Cross reference**— Refuse collection, § Chapter 8, Article II; streets and sidewalks, Ch. 15; water and sewers, Ch. 17.

Sec. 2-54. - Public Works Director.

The public works department shall be under the immediate supervision of the public works director, who shall be appointed by, and may be removed by, and shall be responsible to, the town manager; provided, however, that such appointment or removal shall be made by the town manager only after consultation with the council.



(Ord. of 11-10-81, § 2-27)

Secs. 2-55—2-61. - Reserved.

#### ARTICLE VI. – PUBLIC UTILITIES DEPARTMENT

Sec. 2-62. – Established.

There is hereby established, in and for the town, a public utilities department.

Sec. 2-63. – Responsibilities.

The department shall be responsible for the operation and maintenance of the following facilities: water treatment, water distribution system, pumping facilities, water storage structures, and wastewater treatment and discharge. The department shall be responsible for the efficient operation of the facilities and functions listed above. The department shall perform other duties as may be assigned by the town manager.

Sec. 2-64. – Public Utilities Director.

The department shall be under the supervision and control of the public utilities director, who shall be appointed by, and may be removed by, and shall be responsible to, the town manager; provided, however, that such appointment or removal shall be made by the town manager only after consultation with the council.

#### ARTICLE VII. - POLICE DEPARTMENT<sup>(3)</sup>

Footnotes:

--- (3) ---

**State Law reference**— Authority of council to preserve peace and good order, Code of Virginia, § 15.2-1700; general powers and duties of local police force, § 15.2-1704.

Sec. 2-65. - Established; composition.

There is hereby established, in and for the town, a police department.

Sec. 2-65.1. – Responsibilities.

The police department is responsible for the prevention and detection of crime, the apprehension of criminals, the safeguard of life and property, the preservation of peace and enforcement of state and local laws, regulations, and ordinances.

The police department shall be under the control of the town manager for the purpose of preserving and enforcing peace and order, for the execution of the laws of the state and this Code and other ordinances of the town, and the performance of such other duties as the town manager may prescribe.

Sec. 2-66. - Chief of Police.

The department shall be under the supervision of the chief of police, who shall be appointed by, and may be removed by, and shall be responsible to, the town manager; provided, however, that such appointment or removal shall be made by the town manager only after consultation with the council.

(Code 1971, § 2-24)

Sec. 2-67. - Powers and duties of chief.

The chief of police shall be the administrative head of the police department. It shall be the duty of the chief of police to enforce the provisions of this Code and other ordinances of the town. In addition, the chief of police shall have such powers and duties as are prescribed for the chief by state law and town ordinances.

The chief of police shall be the chief executive of the police department, but shall always be subject to the orders and regulations of the town manager. The chief of police shall be under the control of the town manager for the purpose of preserving and enforcing peace and order and executing the laws of the state and ordinances of the town, and it shall be the duty of the police force to respect and obey orders of the chief not in conflict with law or department regulations.

The department shall be responsible for the efficient operation of the facilities and functions listed above. The department shall perform other duties as may be assigned by the town manager.

(Code 1971, § 2-25)

**Sec. 2-68. - Disposal of unclaimed property in possession of police.**

Any personal property which has been in the possession of the police department and unclaimed for a period of more than sixty (60) days may be (i) sold at public sale in accordance with the provisions of § 15.2-1719, Code of Virginia, 1950, as amended, or (ii) retained for use by the police department. As used herein, "unclaimed personal property" shall be any personal property belonging to another which has been acquired by a police officer pursuant to his duties, which is not needed in any criminal prosecution, which has not been claimed by its rightful owner and which the State Treasurer has indicated will be declined if remitted under the Uniform Disposition of Unclaimed Property Act (Sec. 55-210.1, Code of Virginia, et seq.). Unclaimed bicycles and mopeds may also be disposed of in accordance with § 15.2-1720, Code of Virginia. Unclaimed firearms may also be disposed of in accordance with § 15.2-1721, Code of Virginia.

Prior to the sale or retention for use by the law-enforcement agency of any unclaimed item, the chief of police, or his duly authorized agents, shall make reasonable attempts to notify the rightful owner of the property, obtain from the attorney for the Commonwealth in writing a statement advising that the item is not needed in any criminal prosecution, and cause to be published in a newspaper of general circulation in the locality once a week for two (2) successive weeks, notice that there will be a public display and sale of unclaimed personal property. Such property, including property selected for retention by the police department, shall be described generally in the notice, together with the date, time and place of the sale and shall be made available for public viewing at the sale. The chief of police, or his duly authorized agents, shall pay from the proceeds of sale the costs of advertisement, removal, storage, investigation as to ownership and liens, and notice of sale. The balance of the funds shall be held by chief of police or his agent for the owner and paid to the owner upon satisfactory proof of ownership. Any unclaimed item retained for use by the police department shall become the property of the town and shall be retained only if, in the opinion of the chief of police, there is a legitimate use for the property by the police department and that retention of the item is a more economical alternative than purchase of a similar or equivalent item.

If no claim has been made by the owner for the property or proceeds of such sale within sixty (60) days of the sale, the remaining funds shall be deposited in the general fund of the town and the retained property may be placed into use by the police department. Any such owner shall be entitled to apply to the locality within three (3) years from the date of the sale and, if timely application is made therefor and satisfactory proof of ownership of the funds or property is made, the town shall pay the remaining proceeds of the sale or return the property to the owner without interest or other charges or compensation. No claim shall be made nor any suit, action or proceeding be instituted for the recovery of such funds or property after three (3) years from the date of the sale.

(Ord. of 5-12-98)

**State Law reference—** Code of Virginia § 15.2-1719

Sec. 2-69. - Auxiliary police officers.

- (a) The chief of police, with the approval of the town manager, is hereby authorized to appoint auxiliary police officers as he deems necessary.
- (b) The chief of police, with the approval of the town manager, shall establish rules and regulations concerning the operation of the auxiliary police officers, including their uniforms, equipment, and training.
- (c) People appointed as auxiliary police officers shall be of good character. Their appointment shall be revocable at any time by the chief of police or the town manager.
- (d) The auxiliary police officers may be called into service as deemed necessary by the chief of police, or by the town manager. Said auxiliary may also be called into service at such times as there are insufficient numbers of regular police officers to preserve the peace, safety and good order of the town and at any time for the purpose of training.
- (e) Only those who have met the training requirements established by the Department of Criminal Justice Services pursuant to § 9.1-102(11) of the Code of Virginia, as amended, or its successor statute, shall have all the powers and authorities and immunities of constables at common law and shall have all the power and authority and immunities of full-time law enforcement officers.
- (f) Auxiliary police officers shall wear the prescribed uniform established by department general orders when called into service.
- (g) People appointed as auxiliary police officer shall serve without compensation.
- (h) People appointed as auxiliary police officers may not engage in employment which may occasionally require the use of their police powers in the performance of such employment unless such employment is specifically approved by the town manager.

(Ord. of 5-10-11)

**State Law reference-Code of Virginia § 15.2-1731 et seq.**

Secs. 2-70—2-74. - Reserved.

#### ARTICLE VIII. – ~~PLANNING~~ COMMUNITY DEVELOPMENT DEPARTMENT

Sec. 2-75. - Established.

There is hereby established, in and for the town, a ~~planning~~ community development department.

Sec. 2-76. – Responsibilities.

The department shall be responsible for community and economic development functions of the town. Such functions include, without limitation, the administration and enforcement of land use planning, zoning, subdivision, stormwater control and management, flood plain management, and erosion and sedimentation control ordinances and regulations; as well as business retention and attraction. The department shall be responsible for the efficient operation of the facilities and functions listed above. The department shall perform other duties as may be assigned by the town manager.

Sec. 2-77. – ~~Assistant Town Manager for Community Development/Operations~~ Director.

The department shall be under the supervision and control of the ~~assistant town manager for community development/operations~~ director.

Sec. 2-77.1. – Zoning Administrator and Subdivision Agent.

The ~~assistant town manager for community development/operations~~ director shall be the zoning administrator and subdivision agent.

Sec. 2-77.2 – Absence of ~~Town Manager for Community Development/Operations~~ Director

In the absence of the ~~assistant town manager for community development/operations~~ director or in the event of a vacancy in the position of ~~assistant town manager for community development/operations~~ director, the town manager shall perform the duties of the ~~assistant town manager for community development/operations~~ director and shall serve as zoning administrator and subdivision agent.

Sec. 2-77.3 – Absence of Town Manager and Assistant Town Manager.

In the absence of the town manager and the assistant town manager, the ~~for~~ community development/operations director shall perform the duties of the town manager.

ARTICLE VIII-IX. - PLANNING COMMISSION<sup>[4]</sup>

Footnotes:

--- (4) ---

**Cross reference**— Zoning ordinance, App. A; subdivision ordinance, App. B.

**State Law reference**— Local planning commissions, Code of Virginia, § 15.2-2210, et seq.

Sec. 2-78. - Created.

A planning commission is hereby created for the town.

(Code 1971, § 14-1)

**State Law reference**— Duty to create planning commission, Code of Virginia, § 15.2-2210.

Sec. 2-79. - Composition; qualifications of members.

The planning commission shall consist of not less than five (5) nor more than nine (9) members, as may be determined from time to time by the council, all of whom shall be residents of the town, qualified by knowledge and experience to make decisions on questions of community growth and development. At least one-half (½) of the members shall be freeholders. One member may be a member of the town council.

(Code 1971, §. 14-2; Ord. of 12-11-79)

**State Law reference**— Code of Virginia, § 15.2-2212.

Sec. 2-80. - Appointment of members.

All members of the planning commission shall be appointed by the council.

(Code 1971, § 14-3)

**State Law reference**— Code of Virginia, § 15.2-2212.



Sec. 2-81. - Term of members; filling of vacancies.

- (a) The term of the council member of the planning commission shall be coextensive with the term of office to which the member has been elected or appointed, unless the council, at the first regular meeting of any year, appoints another to serve as its representative. (b) Any vacancy in the membership of the planning commission shall be filled by appointment by the council and such appointment shall be for the unexpired term.

(Code 1971, §§ 14-4, 14-5; Ord. of 12-11-79)

**State Law reference**— Code of Virginia, § 15.2-2212.

Sec. 2-82. - Reserved.

**Editor's note**— An ordinance adopted June 12, 1990, repealed former § 2-82, relative to members of the planning commission serving without compensation, which derived from Code 1971, § 14-7.

Sec. 2-83. - Removal of members.

Members of the planning commission may be removed, for malfeasance in office, by the council.

(Code 1971, § 14-6; Ord. of 12-11-79)

**State Law reference**— Code of Virginia, § 15.2-2212.

Sec. 2-84. - Powers, duties and functions.

The planning commission shall have the functions, powers, and duties which are prescribed for it by state law or by ordinance of the town.

(Code 1971, § 14-8)

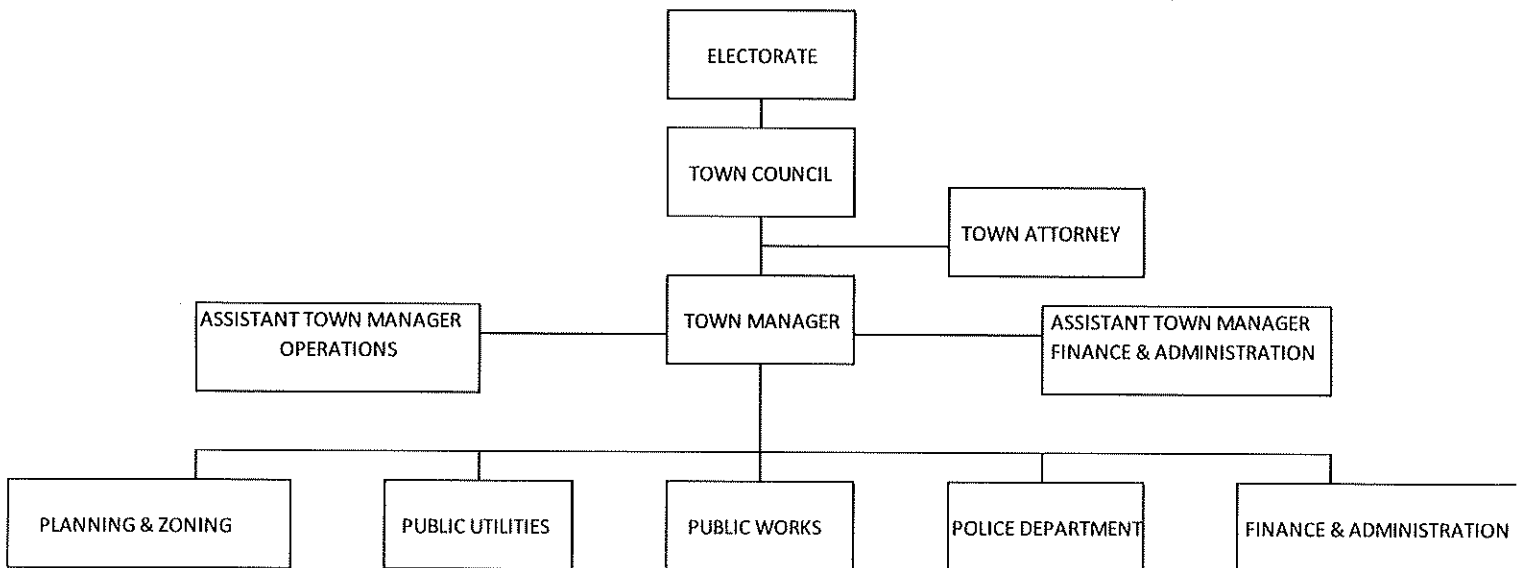
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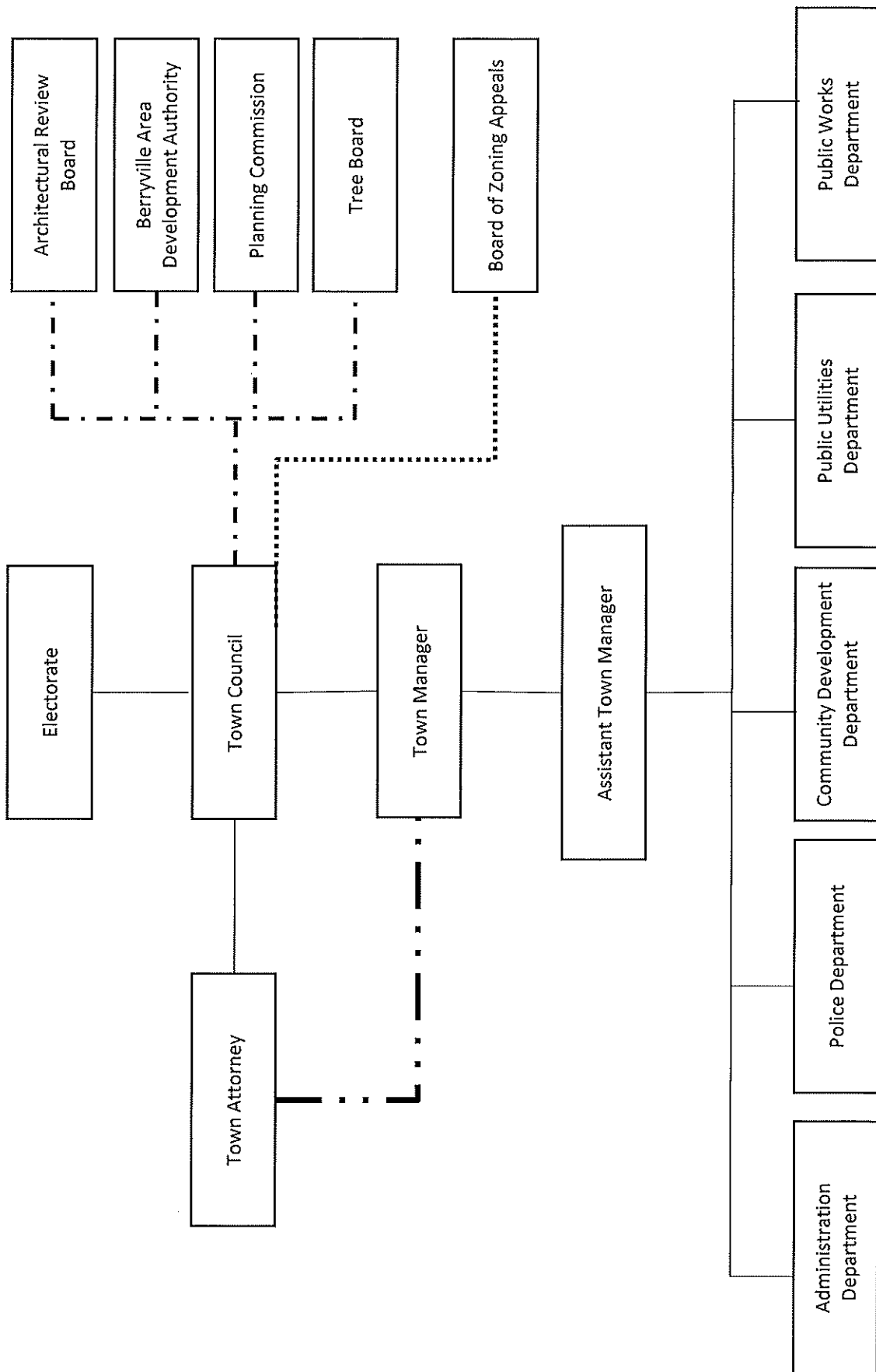


# TOWN OF BERRYVILLE *Virginia*

## Town of Berryville Organizational Chart



DZA St



## **APPOINTEES LIST WITH DATES FOR EXPIRY OF TERM**

### **PLANNING COMMISSION**

Douglas A. Shaffer, Chair	11/13/20
Kim Kemp, Vice Chair	8/31/22
William M. Steinmetz	1/15/22
Gwen Malone	8/31/22
Michelle Marino	4/8/22
Sheryl Reid	06/30/20
Krish Mathur	08/9/20
Debbie Zimmerman	11/12/21
Dale Barton	11/13/20

### **BERRYVILLE AREA DEVELOPMENT AUTHORITY**

H. Allen Kitselman, Chair	11/13/19
Thomas R. Parker, Jr.	12/30/21
Matthew Bass	06/30/22

### **BOARD OF ZONING APPEALS**

Margaret Barthel, Chair	05/09/22
Wilson Kirby	06/12/22
Dandridge B. Allen	03/09/23
Ryan Tibbens	12/31/20
Gwen Malone	06/12/22

#### **ARCHITECTURAL REVIEW BOARD**

James E. Barb	06/30/20
Satkuna Mathur	06/30/23
Robin McFillen	06/30/20
Susan Godfrey	08/31/22
Mary Serock	06/30/21

#### **TREE BOARD**

William Bigelow	04/30/21
Howard Morrison	04/30/21
Sharon Strickland	03/31/23
Lillian Ledford	03/31/23
Derek Sprincis	12/31/23

#### **CLARKE COUNTY PARKS AND RECREATION ADVISORY BOARD**

Ronald Huff	12/31/20
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#### **NORTHERN SHENANDOAH VALLEY REGIONAL COMMISSION**

Patricia Dickinson	12/31/20
Christy Dunkle (alt.)	12/31/20

#### **CLARKE COUNTY ECONOMIC DEVELOPMENT ADVISORY COMMITTEE**

Christy Dunkle

#### **BARNs OF ROSE HILL**

Diane Harrison	05/08/20
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#### **BERRYVILLE MAIN STREET**

Jay Arnold	06/30/20
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